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PART I-A

CENTRAL SECTION

**Orders and Notifications (Other than those published in Part IV-B)
under the Gujarat Local Boards, Village Panchayats, Municipal
Boroughs, District Municipal, Primary Education and Local Fund Audit Acts.**

URBAN DEVELOPMENT AND URBAN HOUSING DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 2nd February, 2023

GUJARAT MUNICIPALITIES ACT, 1963.

No. KV 29 of 2023 EST/122021/67/R.: - In exercise of the powers conferred by clause (c) of sub-section (2) of section 47A read with the proviso to sub-section (3) of section 277 of the Gujarat Municipalities Act, 1963 (Guj. 34 of 1964), the Government of Gujarat makes the following rules to provide for regulating the conditions of service of persons appointed to the post of the Municipal Deputy Accountant, Class III, in the Gujarat State Municipal Accounts Service, in so far as they relate to passing of the departmental examination, to be eligible for promotion to the post of the Municipal Accountant, Class III, in the Gujarat State Municipal Accounts Service, namely: -

1. Short title, commencement and extent. -

- (1) These rules may be called the Municipal Accountant, Class III, in the Gujarat State Municipal Accounts Service (Departmental Examination) Rules, 2023.
- (2) They shall come into force from the date of their publication in the *Official Gazette*.
- (3) They shall apply to the persons appointed to the post of the Municipal Deputy Accountant, Class III, in the Gujarat State Municipal Accounts Service by direct selection.

2. Definitions. - In these rules, unless the context otherwise requires, -

- (1) "Appendix" means an Appendix appended to these rules;
- (2) "appointed date" means the date on which these rules shall come into force;
- (3) "Director General" means the Director General of Sardar Patel Institute of Public Administration (SPIPA);
- (4) "examination" means the departmental examination prescribed under these rules for promotion to the post of Municipal Accountant, Class III, in the Gujarat State Municipal Accounts Service;
- (5) "Government" means the Government of Gujarat;
- (6) "Institute" means the Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad or such other institute as may be notified by the Government;

- (7) "Municipal Accountant" means a person appointed as a Municipal Accountant, Class III, in the Gujarat State Municipal Accounts Service;
- (8) "specified chances" means the number of chances specified in these rules within which a person is required to pass the examination;

3. Requirement to pass the examination.- The person appointed to the post of Municipal Deputy Accountant, Class III shall be required to pass the examination to be eligible for promotion to the post of Municipal Accountant, Class III.

4. Eligibility to appear in the Examination. -

- (1) No person shall be eligible to appear in the examination unless he has completed three years service after his appointment on the post of Municipal Deputy Accountant, Class III.
- (2) No person shall be eligible to appear in the examination unless he has passed the post-training examination for existing post or he has been exempted, from the post-training examination, by the Commissioner of Municipalities Administration, Gandhinagar, Gujarat State.

5. Specified chances for passing the examination. -

- (1) To be eligible for promotion to the post of Municipal Accountant, Class III, a person shall be required to pass the examination within three chances from the date of his completing three years continuous service after his appointment in the lower post:

Provided that a person belonging to the Scheduled Castes or Scheduled Tribes may be given one additional chance which shall have to be availed of after the examination of his third chance.

- (2) If a person fails to pass the examination referred to in these rules within the specified chances, he shall notwithstanding such failure, be eligible to appear at any time in the examination on payment of an examination fee as may be determined by the Government from time to time and if he passes the said examination, he shall be eligible for promotion:

Provided that such person shall not be entitled to claim seniority over those persons who have passed the examination earlier than him and have been promoted to the post of Municipal Accountant, Class III under these rules before he became eligible for such promotion on passing of such examination.

6. Departmental Examination and its provisions. - The Municipal Deputy Accountant, class-III shall be required to pass the examination held by the Institute in accordance with the following provisions, namely: -

- (1) Non-appearance in the examination shall be considered as an attempt.
- (2) The Municipal Deputy Accountant, Class III shall not be entitled for any travelling allowances for the journeys performed by him to appear in the examination.
- (3) The Institute shall provide books for departmental examination to the Municipal Deputy Accountant, Class III without obtaining any security deposit. The Municipal Deputy Accountant, Class III shall be required to return the books as soon as the examination is over. In case of their loss or damage, the price of the books shall be recovered from the Municipal Deputy Accountant, Class III by the Institute.
- (4) The Director General shall be empowered to change or alter the Schedule of examination as per the prevailing circumstances.

7. Syllabus and Scheme of Examination. -

- (1) The syllabus for examination shall be as mentioned in **APPENDIX - 'A'** appended to these rules.
- (2) The examination shall consist of four papers. Each paper shall be of 100 (one hundred) marks. The examination shall consist of Multiple-Choice Questions (MCQs).
- (3) The candidate shall be allowed to answer the questions of papers with the help of books.

Explanation: "With books" means original book of the subjects approved by the Government or the Institute from time to time which includes bare Acts and/or Rules without any commentaries or case laws and includes manuals issued under the Act and published or approved by the Government.

- 8. Medium of Examination.** - The medium of the examination shall be Gujarati or English as per the instructions given in the question paper.
- 9. Holding of Examination.** -
- (1) The Institute shall hold the examination at least twice in a year.
 - (2) The Institute shall communicate the tentative program of the examination to the Urban Development and Urban Housing Department and the Commissioner of Municipalities Administration, Gujarat State at least 90 days prior to the provisional date prescribed by the Institute.
 - (3) A person who desires to appear in the examination shall be required to send his application in the form as specified in **APPENDIX - 'B'** to the Institute through the Commissioner of Municipalities Administration, Gujarat State for enlisting his name as a candidate for such examination at least 60 days prior to date of the examination.
 - (4) The Commissioner of Municipalities Administration, shall scrutinize his application with regard to his eligibility for appearing in the examination and forward the same to the Institute with the Certificate of Eligibility as specified in **APPENDIX- 'C'**;
 - (5) If the applicant subsequently decides not to appear in the examination, he shall give intimation thereof to the Institute through Commissioner of Municipalities Administration, Gujarat State at least 30 days before the date of commencement of the examination.
 - (6) If any person fails to appear in the examination after having enlisted his name as a candidate without giving intimation referred in sub-rule (5), he shall be deemed to have lost one chance to pass the examination.
 - (7) The Institute shall admit the candidate to the examination on the strength of the Certificate issued by the Commissioner of Municipalities Administration, Gujarat State that he is eligible to appear in the examination:

Provided that Commissioner of Municipalities Administration, Gujarat State may condone the failure on the part of the person to give intimation referred to in sub-rule (5) and the consequences arising there from, if it is satisfied that the person has failed to give intimation within time for reasons beyond his control.
 - (8) The place, date and time for holding the examination shall be communicated by the Institute and the same shall be communicated to the candidates by Commissioner of Municipalities Administration, Gujarat State.
- 10. The standard for passing the Examination.**
- (1) The standard for passing the examination shall be fifty percent (50%) of the total marks assigned to each paper.
 - (2) An unsuccessful candidate who secures fifty percent (50%) or more marks in any one or more papers shall be exempted from appearing in those papers in the subsequent examination.
 - (3) If candidate has obtained less than fifty marks in any one paper out of four papers and secures fifty or more than fifty marks in three other papers, in such circumstances, maximum five (5) grace marks shall be given and he shall be declared pass in the examination.
- 11. Result of Examination.** - The Institute shall publish the result of the examination on its official website and shall forward the same to the Urban Development and Urban Housing Department and the Commissioner of Municipalities Administration, Gujarat State. The Commissioner of Municipalities Administration, Gujarat State shall intimate the result to the candidates.
- 12. Incentive.** - The candidate who secures eighty percent (80%) or more aggregate marks in the examination in first chance shall be paid such cash amount as an incentive as determined by the Government from time to time.
- 13. Prohibition to use certain devices in the Examination hall.** - No candidate shall be allowed to carry with him any type of electronic communication devices like cellular phone, calculator, pager, i-pad, etc. in the examination hall

APPENDIX – ‘A’**(See rule 7(1))**

Syllabus for the Departmental Examination for promotion to the post of Municipal Accountant, Class III in the Gujarat State Municipal Account Service under the Urban Development and Urban Housing Department.

No	Syllabus	Marks	Duration
1	1. The Gujarat Municipalities Act, 1963. 2. The Constitution of India: Provision relating to Municipalities in the 74 th Constitutional Amendment 3. The Right to Information Act, 2005. 4. The Prevention of Corruption Act, 1988. 5. The Gujarat Right of Citizen to Public Service Act, 2013.	100 (With Books) (MCQ)	3 Hours
2	1. Gujarat Budget Manual part 1 and 2 2. The Gujarat Financial Rules, 1971. 3. Municipal Accounts Code 4. The Bombay General Provident Fund Rules and Contributory Provident Fund rules 5. The Gujarat Goods and Services Tax Act, 2017. Municipal Finance, Accounts and Taxation- Property Tax and Scientific Assessment of Taxation, Budget of Municipalities, Municipal Accounts Code, Control over Receipts and Expenditure, Accounts, - Clearance of Audit Paras, Grant-in-aid, Rent, Interest, Penalty, Donations and Loans, introduction to the activities of Gujarat Municipal Finance Board, Double Entry Accounting System, Computerization of Accounts, Financial Management, Municipal Credit Retting, Municipal Audit.	100 (With Books) (MCQ)	3 Hours
3	1. The Gujarat Civil Service Rules, 2002(vol.1 to 8) 2. The Gujarat Civil Service (Conduct) Rules, 1971. 3. The Gujarat Civil Service (Discipline and Appeal) Rules, 1971.	100 (With Books) (MCQ)	3 Hours
4	1. The Gujarat Treasury Rules, 2000. 2. The Financial Powers (Delegation) Rules, 1992. 3. The Gujarat State Procurement Policy, 2016.	100 (With Books) (MCQ)	3 Hours

APPENDIX – ‘B’**(See rule 9(3))****Form for Application**

Application for appearing in the Departmental Examination for promotion to the post of Municipal Accountant, Class III in the Gujarat State Municipal Account Service under the Urban Development and Urban Housing Department.

1	Applicant 's Name in full (Surname first) (in English and Gujarati)	
2	Designation (in English and Gujarati)	
3	Name of the office in which at present serving	
4	Birth date and age at the time of this examination	
5	Date of appointment and total years of services	
6	Whether the applicant had appeared at the examination previously ? if yes, - (1) Month and year of examination in which he appeared; (2) Whether any exemption is earned ? if yes, provide details of marks, year of examination and subject; (3) Whether the applicant intends to avail of exemption earned ? State “yes” or “no” (The choice shall be treated as final and no changes shall be allowed)	

7	Authority or the rule under which the applicant has to appear for the examination:	
8	Number of the chances and time limit within which the applicant is required to pass the examination: (date of eligibility and date of expiry of the period for appearing at the examination should be mentioned)	
9	Number of chance exhausted:	
10	Whether additional chance has been granted?	
11	Purpose of passing the examination: (e.g., confirmation, retention in Government services, promotion, etc.)	
12	Whether the applicant is eligible to appear at the examination according to the rule of the Department Examination:	
13	Number and date of orders relaxing age and/or service limit from competent authority (copies or orders should be attached):	
14	Remarks, if any:	

Place:

Date:

(Signature of Applicant)

APPENDIX – ‘C’

(See rule 9(4))

CERTIFICATE OF ELIGIBILITY**Certified that –**

- (1) The above particulars are verified and found correct.

Shri/Smt./Kumari is eligible to appear at the Departmental Examination for promotion to the post of Municipal Accountant Class, III in the Gujarat State Municipal Account Service under the Urban Development and Urban Housing Department.

- (2) *Necessary fee is paid; a copy of challan is attached herewith.

- (3) *Candidate is granted additional chance; a copy of order is attached.

Place:

Date:

Signature and designation.

Of the Commissioner of

Municipalities Administration

*Strike out whichever is not applicable.

By order and in the name of the Governor of Gujarat,

MANISH C. SHAH,

Deputy Secretary to Government.

